



**STANDARDS OF APPRENTICESHIP**  
adopted by

**INLAND PACIFIC CHAPTER ASSOCIATED BUILDERS & CONTRACTORS**

(sponsor)

Skilled Occupational Objective(s):  
CONSTRUCTION ELECTRICIAN

DOT  
824.261-010

Term  
8000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

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Committee Amended

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Standards Amended (administrative)

By: LAFRANK NEWELL  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

## **INLAND PACIFIC CHAPTER ASSOCIATED BUILDERS & CONTRACTORS**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**All counties of Washington State east of the Cascade Mountains to Idaho, including Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Orielle, Spokane, Stevens, Walla Walla, Whitman, and Yakima Counties.**

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### **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Applicants minimum age is 18.**

Education: **High school diploma or GED.**

Physical: **Must be physically capable of meeting the needs of the trade.**

Testing: **No testing is utilized**

Other: **Applicants must submit the following documents to IPC-ABC in order to be interviewed by the Committee for acceptance into the apprenticeship program: High school transcripts or GED, physician's statement that applicant is able to perform the work of the trade and Driver's license, birth certificate or other verifiable proof of age.**

### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

#### **A. Selection Procedures:**

**The Committee will determine the number of applicants to be accepted and placed on the eligible for employment list, based upon apparent market demand. The Committee will evaluate the qualified applicants, based upon the following objective criteria and interviews, and will accept the needed number and place them on the eligible for employment list based upon their rank order as evaluated. An exception will be made for any registered, unemployed apprentices in good standing. Such apprentices, at their request, will be placed on the eligible for employment list and will receive priority in job assignments over all others on the list who have not yet been registered as apprentices.**

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**The objective criteria to be evaluated include:**

- 1. Classes the applicant has taken that are related to the trade, such as algebra, advanced math, science, mechanical drawing, etc.**
- 2. Previous work experience in the field.**
- 3. Letters of recommendation.**
- 4. Post secondary education the applicant has completed.**
- 5. Veteran status.**

**Aspects evaluated during the interview include:**

- 1. Sincerity of interest in apprenticeship.**
- 2. Attitude toward apprenticeship classes.**
- 3. Attitude toward work in the construction industry.**
- 4. Attitude toward supervision at work and in class.**
- 5. Understanding of commitment to the responsibilities of an apprentice.**

**B. Equal Employment Opportunity Plan:**

**The sponsor will engage in the following activities:**

- 1. Distribute information about the apprenticeship program, admission requirements, current opportunities, sources of applications, and the equal opportunity policy.**
- 2. Participate in workshops conducted by employment service agencies, school districts and community based organizations to increase apprenticeship program awareness.**
- 3. Cooperate with local school districts and vocational education systems to develop programs for preparing students to meet the standards and criteria to qualify for entry into apprenticeship programs.**
- 4. Increase awareness of the sponsor's equal opportunity policy within the sponsor's organization.**

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5. **Participate in existing outreach programs focusing on the recruitment and preparation of minority and female apprenticeship applicants using female and minority journey level workers when available.**
6. **Grant all applicants, without prejudice, advance standing or credit for previously acquired experience, training, skills, or aptitude.**
7. **Select from list of qualified applicants for Apprenticeship, in other than order of ranking, so as to reach women (minority and non-minority) or minorities to meet goals and timetables that may include EEO requirements for federal and state government and municipal utilities contracts.**

### **Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

## **IV. TERM of APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The term of apprenticeship shall consist of 8000 hours of on-the-job training and a minimum of 576 (144 hours per year) hours of job related instruction. The apprentice's progress in each phase of apprenticeship may be determined on an actual hour basis**

## **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the

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agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**The first 1600 hours of employment and one (1) year of related classroom training shall constitute a probationary period. During this probationary period, either party may terminate the Apprenticeship Agreement without the formality of a hearing.**

**After the probationary period, the Agreement may be cancelled for cause, with notice to the apprentice and a reasonable opportunity for corrective action.**

**The Registration Agency shall be advised promptly of all cancellations and terminations of Apprenticeship Agreements, whether during or after the Probationary Period.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**The Committee shall allow each qualified employer a ratio of one (1) apprentice to one (1) journeyperson. Such ratio shall not be exceeded on any job.**

### **VII. APPRENTICE WAGES and WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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**The journey worker's wage for each trade shall be determined as follows:**

**Each year each employer will submit its current average journey worker's wage for each trade employed by this employer for non-prevailing wage work to the Inland Pacific Chapter of ABC. ABC will then calculate the average of these wages to arrive at the average journey worker's wage for each craft. This will then become the single journey level rate upon which the apprenticeship wages will be calculated. The resulting pay rate to the apprentices shall be a minimum, and any employer may pay his/her apprentices more than that minimum rate.**

**In no event will a trainee's entry wage rate fall below the current minimum wage as prescribed by the Fair Labor Standards Act or the Washington State Minimum Wage Act, whichever is applicable.**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>40%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>45%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>50%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>55%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>65%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>70%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>75%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>80%</b>

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### **VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

#### **A. Construction Electrician**

#### **Approximate Hours**

**During the term of apprenticeship, the apprentice shall receive such instruction and experience in all branches of the occupation as are necessary to develop a practical and versatile worker. The following work schedule of work experiences of the trade is submitted as a guide and will be followed as closely as trade conditions will permit.**

- 1. RESIDENTIAL - wiring of residences, duplexes and small apartment building; and necessary shop work and preparation .....500**
- 2. COMMERCIAL - wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation .....5000**
- 3. INDUSTRIAL - wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and the necessary shop work and preparation.....1500**
- 4. SPECIALIZED SYSTEMS - wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television, programmable controllers and nurse call systems. ....1000**

**TOTAL HOURS: 8000**

**NOTE: Trouble-shooting of electrical systems will be included in all four (4) categories above, as well as motor installations and control wiring when applicable.**



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### **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ ( ) Private Technical/Vocational college
- ☒ (X) Training trust
- ☐ ( ) Other (specify)

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. The apprentice's work shall not interfere with attendance at related classroom instruction.**
- B. Safety: Each apprentice shall take a first aid class in his/her first year of apprenticeship and a refresher course the third year of the apprenticeship program, as well as on-the-job safety training to ensure that they may become a safe and competent journeyperson.**
- C. All missing hours of classroom related instruction must be made up.**
- D. Failure to receive passing grades in school will be cause for the student to be called to appear before the Committee to discuss ways to improve said grades. Improvement must commence in a timely manner, or possible cancellation procedures could follow.**

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

#### **A. General Procedures**

**Apprentices may make a general complaint for issues pertaining to either related instruction or on-the-job training to the Electrical Apprenticeship Committee. The Electrical Apprenticeship Committee can be contacted at 1404 N. Thor Court, Spokane, WA, 99202. Any complaint to be considered by the Committee must be submitted in writing to the Director of Education at the**

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**IPC-ABC office ten (10) days prior to the Electrical Apprenticeship Committee meeting.**

**Disciplinary action procedures are as follows:**

**1st infraction - - written and/or verbal warning**

**2nd infraction - - appearance before the Committee by the apprentice to justify why his/her apprenticeship agreement should not be canceled.**

**3rd infraction - - cause for immediate cancellation of the agreement.**

- 1. Should the Committee find reason to cancel or suspend an Apprenticeship Agreement, the apprentice shall be notified in writing, specifying the reason for the cancellation, suspension, or any disciplinary action. The apprentice shall be notified twenty (20) days in advance to the meeting of the Committee for the purpose of the disciplinary action, suspension, or cancellation. An apprentice who receives disciplinary action, suspension, or cancellation shall be notified in writing.**
- 2. The apprentice may appeal in writing to the Registration Agency, The Washington State Apprenticeship and Training Council, Department of Labor and Industries, Apprenticeship Section, PO Box 44530, Olympia, WA 98504-4530, within thirty (30) days of a decision by the Committee to cancel his/her apprenticeship agreement.**
- 3. The Employer agrees that the apprentice will be allowed to work under such conditions as will result in normal advancement, and will require the apprentice to make satisfactory progress in both work related and classroom instruction.**
- 4. The Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period or cancel his/her indenture. Increases shall be subject to satisfactory progress on the job and in related instruction.**
- 5. Candidates with previous experience in the electrical construction trade can ask for and have such experience evaluated by the Committee. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advanced credit shall be subject to review prior to his/her next advancement.**
- 6. All electrical apprentices must pass the Journeylevel Electrical Examination before they will be turned out of the IPC-ABC Electrical Apprenticeship Program.**

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7. Supervision should not be of such nature as to deter the development of responsibility and initiative.
8. Any apprentice shall have the right to appear before the Committee.
9. All problems pertaining to the employer/employee involved shall be submitted to the Committee for action and disposal before action is reported to the Registration Agency.
10. The IPC-ABC Electrical Apprenticeship Committee, hereinafter called the "Committee", has an established quorum defined as the majority (over 50% of committee members) of the committee membership.
11. Statement of Policy:
  - a. Apprentice Job Assignment Employer-Apprentice-Committee:
    - (1).Apprenticeship is primarily a training working period. Apprentices must accept as offered by the Committee. An apprentice refusing a job may be asked to appear before the Committee.
    - (2).Apprentices requesting to leave an employer may be asked to appear before the Committee.
    - (3).When an apprentice becomes unemployed for any reason, he/she shall notify the Training Director not later than the next working day after termination.
  - b. Periodic Advancement of Apprentices:
    - (1).Prior to each evaluation, the Training Director will check the apprentice's progress on the job by contacting the proper supervisory personnel in the shop where the apprentice is employed, and reviewing school records.
    - (2).Requirement for advancement:
      - (a).Attendance at school. Any apprentice reported absent three (3) times will appear before the Committee.
      - (b).Satisfactory grade in school: 70% average minimum grade.
      - (c).Satisfactory reports from employers.
      - (d).On the job training reports turned in monthly.
      - (e).Neat appearance and good grooming.
    - (3).Each of the requirements will be checked by the Training Director prior to advancement.
    - (4).Deficiency in one or more of these requirements may be cause for up to six months deferment of advancement, or possible dismissal action from the program.
    - (5).Future advancements will be calculated from the new date unless changed by the committee.
  - c. Apprenticeship School:

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Disciplinary problems shall be handled by the instructor and secondly by the Training Director. Whenever these two fail to produce the desired results, they will refer the matter to the Committee for action.

**d. On the Job Training Reports:**

**(1). Each Apprentice is to be required to fill out an on the job training report monthly. This report shall be in the IPC ABC office no later than the 10th of the following month.**

**(2). Each apprentice who is late returning their on the job training report will have the following penalties imposed:**

**FIRST OFFENSE: one (1) month actual work delay in next advancement.**

**SECOND OFFENSE: two (2) months work delay in next advancement.**

**THIRD OFFENSE: possible cancellation procedure to follow.**

**e. Leave of Absence:**

**Leave of absence may be requested at any time from the Committee.**

**f. Cheating, cribbing, copying or obtaining information other than your own knowledge during the testing procedures will be cause for removal from the job with no further referral unless acted upon by the Committee at their next regular meeting.**

**g. All notices to an apprentice to appear before the Committee shall be at least 20 days prior to requested appearance**

**B. Local Apprenticeship Committee Policies**

**NONE**

**C. Complaint and Appeal Procedures:**

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

**Prior to:** 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

**Within:** 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

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Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

### **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and

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apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

### **B. Program Operations (Chapter 296-05 WAC - Part C & D):**

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan

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- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.



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5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### **D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

### **E. Composition of Committee:** (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or

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vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **Majority (over 50% of committee members) of the committee membership.**

Program type administered by the committee: **GROUP NON-JOINT**

**The employer/employee representatives shall be:**

<b>Paul Canter, Chairman Energized Electric PO Box 6228 Spokane, WA 99217</b>	<b>Mike Jones, Secretary Parrott Mechanical 6600 N Government Way Dalton Gardens, ID 83815</b>
<b>Brent Loney PO Box 9221 Moscow, ID 83843</b>	<b>David Bade 1114 North Ruby Spokane, WA 99202</b>
<b>Jay Horton Intermountain Electric PO Box 3384 Spokane, WA 99220</b>	<b>Mike Holehan, Alternate Rainbow Electric PO Box 4445 Spokane, WA 99202</b>

### **XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

**NONE**

### **XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Tracy J. Duncan, Training & Education Director  
PO Box 3787  
Spokane, WA 99220-3787**